

Standard Operating Procedure (SOP)

SOP Title	Management of Children whose parents leave the ED without the child being seen		
SOP Number	18a		
Centre Name	EMERGENCY CENTRE		
Version Number	3		
Effective Date	October 2020	Review Date	October 2021
Author	Betty Lodge		
Approved by			
Approval date			
Distribution	All Emergency Staff		
Location	Emergency Department		

Document Control				
Version	Date	Author	Status	Comments
1	March 2019	V Roberts / K Farrow	Closed	
2	March 2020	T Tanner	Live	Items added to ensure this SOP complies with the Trust Safeguarding Policy
3	September 2020	B Lodge	Draft	

SOP Objectives	To ensure the safety of all children who attend the Emergency Department but leave without being seen
Scope	All paediatric patients that attend ED
Performance Measures	Patient Safety & Quality Safeguarding Children

Number	Brief	Responsibility
1	<p>When a child registers in ED and leaves before being seen the following must occur:</p> <ul style="list-style-type: none"> Contact must be made with the parent / carer to see if a review is required by a Senior Nurse (Band 6 and above) and a Datix must be completed within shift 	NIC to allocate to a Senior Nurse
2	<ul style="list-style-type: none"> If the child is on a Child Protection Plan then the Police and Social Care must also be contacted if the parent is advising that they are not returning the child to ED 	NIC
3	<ul style="list-style-type: none"> If the parent / carer advises the nursing staff that they are leaving without being seen, then they must be advised to seek medical advice via the GP or return to ED if child becomes worse. 	NIC
4	<ul style="list-style-type: none"> The same process must be followed for any young person aged 16/17 with a Child Care Alert who leaves without being seen. 	NIC
5	<ul style="list-style-type: none"> The ED card is left for the ED Consultant to review the following morning. This process is checked daily and reiterated on the morning Safe Today call The information from that call is collated in a ledger kept in the ED Reception 	CIC
6	<ul style="list-style-type: none"> All children who are taken home without being seen by a Dr must have a Safeguarding Information Sharing form completed for the Safeguarding Team to review 	NIC
7	Discharge summaries must be completed for all children and young people who have not been seen.	CIC

Signature of Consultant Date

Signature of Senior Nurse Date